Spring 2024

Test Administration Directions

Paper–Based Test (PBT), American Sign Language (ASL) Test, and Special Paper Version (SPV): Large Print Tests

Grades 3–8 ELA and Math

AASA

ARIZONA'S ACADEMIC STANDARDS ASSESSMENT

ARIZONA DEPARTMENT OF EDUCATION

Test Administrator Name

Test Administrator:

Complete information below with your local School or Achievement District Test Coordinator. If you have any questions or issues during testing, contact this person **immediately.**

School or Achievement District Test Coordinator contact information during testing:

District/School Test Coordinator: _____

Contact phone #: _____

Email: _____

Reminders for Test Administrators during Arizona's Academic Standards Assessment (AASA) Spring 2024 Test Administration—Paper-Based Testing (PBT):

Once students start a test unit:

- The test unit must be completed on the same day that it is started.
- Do not allow students to test on more than one test unit at a time.
- A student cannot start a new test unit until the previous test unit is completed.

If a student requires accommodations:

- Verify accommodations each student will be using and how to administer them properly.
- Verify testing accommodations provided for one student does not impede or impact other students in the testing room.
- Record both provision and observed use of testing accommodations by the student in Box F on the back of their test booklet.
- Testing accommodations for Special Paper Version (SPV) tests should be indicated in PearsonAccess^next. For more information, refer to the *PearsonAccess^next User's Guide.*

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Acronym Reference Guidance

The following acronyms are referenced throughout this manual.

- ASL: American Sign Language
- CBT: Computer-Based Test or Computer-Based Testing
- ORF: Oral Reading Fluency
- PBT: Paper-Based Test or Paper-Based Testing
- SPV: Special Paper Version

Pearson

Overview of the Spring 2024 AASA Test Administration

Arizona's Academic Standards Assessment (AASA) is the statewide achievement test for Arizona students in Grades 3–8. AASA assesses the Arizona English Language Arts (ELA) Standards and the Arizona Mathematics Standards adopted by the Arizona State Board of Education in December 2016. AASA is an untimed, standardized test, available as a Computer-Based Test (CBT) or as a Paper-Based Test (PBT).

Each District Superintendent or Charter Representative must designate an Achievement District Test Coordinator to oversee AASA testing for all schools within the district or under the same charter. The Achievement District Test Coordinator may delegate some responsibilities to a School Test Coordinator. However, the Achievement District Test Coordinator is ultimately responsible for ensuring the appropriate and correct administration of AASA in all schools within the district or under the same charter. The District or School Test Coordinator will be referred to as the Test Coordinator in this manual.

The AASA tests are administered to students by Test Administrators. This document provides directions for the administration of the AASA Grades 3–8 tests for the Paper-Based Test (PBT), as well as the online American Sign Language (ASL) administration and the Special Paper Version (SPV) Large Print test administration in PBT schools. Test Administrators must have an electronic or paper copy of this manual. The Test Administrator must follow the directions exactly as stated in this manual.

The test administration process and scripted directions for Computer-Based Testing (CBT) will be covered in a separate document: *Spring 2024 AASA Test Administration Directions for Computer-Based Testing.* The test administration process and scripted directions for the Braille test will also be covered in a separate document: *Spring 2024 AASA Test Administration Directions for Special Paper Version (SPV): Braille.*

Students to Be Tested

Students in grades 3–8 will participate in the Spring 2024 administration of the AASA test.

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for the alternate assessment, the Multi-State Alternate Assessment (MSAA), should not be administered the Spring 2024 AASA test. Achievement District Test Coordinators should work with Alternate Assessment District Test Coordinators and with appropriate district or charter staff to ensure that students who have alternate assessments designated in their IEP are not administered the AASA test. All other Arizona public school students in grades 3–8 will participate in AASA testing.

Test Administrators and Proctors

Test Administrators and Proctors who will have access to the Spring 2024 AASA test must be employees of the school/district/charter. Test Administrators and Proctors who will have access to the Spring 2024 AASA test materials must be trained in proper test security and test administration procedures, must sign a *2023–2024 Achievement Tests Staff Security Agreement* form, must be thoroughly familiar with this manual, and must follow the test administration procedures in this manual, including following the scripted directions.

Only authorized personnel are permitted to be in the testing room(s) during the administration of the test. Student teachers, parents, volunteers, and school helpers are not permitted to be in the testing room. Unauthorized people in the testing room during test administration is an ethical test violation.

District or school staff who have relatives being administered the test are not permitted in the testing room while their relative is testing. This is to protect the administrator or other employees from any testing allegations of undue influence by students, staff members, parents, or community members.

Test Administrator Responsibilities

Test Administrator responsibilities for Paper-Based Testing (PBT) include:

❑ Participating in training activities scheduled by the Test Coordinator

❑ Signing and returning to the Test Coordinator the *2023–2024 Achievement Tests Staff Security Agreement* form

❑ Reviewing this manual in advance of the testing date

❑ Adhering to test administration security procedures

❑ Allowing Spring 2024 AASA test materials access to the appropriate students only

❑ Following the test administration directions exactly as stated in this manual

❑ Reading aloud to students the scripted directions exactly as stated in this manual

❑ Requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures

❑ Confirming student accommodations provided during testing are bubbled in on the back of the student's paper test booklet

Test Administrators' additional responsibilities for administering Special Paper Version (SPV) tests (for large print) include:

❑ Receiving and reviewing the Special Paper Version (SPV) test materials from the Test Coordinator

❑ Confirming student accommodations in PearsonAccess[next]

❑ Verifying that the student's responses are entered into TestNav within the test window

❑ Paper-Based Testing (PBT) schools must have responses from SPV ELA Writing, ELA Reading, and Math tests transferred into TestNav by **April 10, 2024.**

❑ Returning all the SPV test materials to the Test Coordinator

User Roles in PearsonAccess^{next}

Each Test Administrator or Proctor who will be entering student responses into TestNav for students who were administered a Special Paper Version (SPV) test must have an appropriate user role in the PearsonAccess^{next} system provided by the Test Coordinator.

Test Administration Schedule

The Test Coordinator is responsible for communicating the specific testing schedule to Test Administrators, Proctors, students, and parents/guardians. The testing schedule must comply with the guidance included in this manual. Administering AASA tests outside of the traditional school day must be approved by the Assessment Unit of the ADE prior to testing.

Administering AASA tests on dates other than those shown is a serious testing violation. Assessment test windows will not be extended for any reason.

The AASA test is not a timed test. A test unit must be completed by the end of the regularly scheduled school day.

For Paper-Based Testing (PBT) schools, students taking the same test within the same school must test on the same day. No more than two test units, plus the ELA Oral Reading Fluency (ORF) test unit for Grade 3, can be administered in a single day. It is recommended to take Unit 1 followed by Unit 2, for ELA Reading and Math tests, although this is not required. When two test units are scheduled the same day, there must be a significant break (15-45 minutes) between units. Do not start a test unit if there is not sufficient time to complete the test unit by the end of the regularly scheduled school day.

Note: Students taking the American Sign Language (ASL) test or the Braille test should not be administered the ELA Oral Reading Fluency (ORF) test unit.

Students absent during the regularly scheduled test can continue to test with other students and make up missed tests prior to the close of the test window.

Make-up tests are to be scheduled anytime during the test window but must be completed by **April 10, 2024.**

Spring 2024 Paper-Based Testing (PBT) and Special Paper Version (SPV) Tests Transferred into TestNav for PBT Schools

Content Areas	Grade(s)	Test Unit(s)	Estimated Times (in minutes)	First Day of Testing	Last Day of Testing (including SPV tests transfer into TestNav and make-up testing)
ELA Writing (First test unit)	Grades 3–8	Unit 1 only	60–90 min.	April 1, 2024	April 10, 2024
ELA Oral Reading Fluency (ORF)*	Grade 3 only	Unit 1 only	30 min.	April 1, 2024	April 10, 2024
ELA Reading	Grades 3–8	Unit 1	45–75 min.	April 1, 2024	April 10, 2024
		Unit 2	45–75 min.	April 1, 2024	April 10, 2024
Math	Grades 3–8	Unit 1	60–85 min.	April 1, 2024	April 10, 2024
		Unit 2	60–85 min.	April 1, 2024	April 10, 2024

PBT schools must have responses from SPV ELA Writing, ELA Reading, and Math test units transferred into TestNav by **April 10, 2024.**

General Testing Notes:

*Grade 3 ELA ORF test unit must be administered to Grade 3 students only. Exception: Grade 3 students taking the ASL test or the Braille test should not be administered the ELA ORF test unit.

- New this year, PBT schools will administer the ELA ORF test unit online in TestNav in small groups (no more than 6 students testing at one time).
- All Grade 3 students taking a large print SPV test will be administered the ELA ORF test online in TestNav.

Before AASA Test Administration

Test Security

All Test Coordinators, Test Administrators, and Proctors must be trained in proper test security procedures, must sign a *2023–2024 Achievement Tests Staff Security Agreement* form, and must adhere to test security procedures.

It is unethical and shall be viewed as a violation of test security for any person to:

- Capture images of any part of the test booklet via any electronic device

- Duplicate, in any way, any part of the test booklet

- Examine, read, review, disclose, or allow to be disclosed, the content of the test booklets before, during, or after test administration

- Allow students access to test booklets or other test materials prior to testing, including the Oral Reading Fluency (ORF) passages

- Provide any reference sheets to students during the Math test administration or graphic organizers during the Writing test administration

- Allow students to share information, tools, and/or resources during test administration

- Read any parts of the test to students, except as indicated in the *Test Administration Directions*, or as part of an approved accommodation

- Influence students' responses by making any kind of gestures (for example, pointing to questions, holding up fingers to signify question numbers or answer options) while students are testing

- Instruct students to go back and reread/redo responses after they have finished their test since this instruction may only be given before the students take the test

- Review students' responses

- Translate, reword, or explain any test content

- Change students' answer choices

- Erase any stray marks in the test booklet

- Read or review students' scratch paper and other secure materials

- Fail to return all test booklets

- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures

Test Administration Precautions

It is unethical and shall be viewed as a violation of test security for any person to:

- Allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets.

- Allow students to use correction fluid in their scorable test booklets.

- Allow students to make any marks near the timing marks on the edges of the scorable test booklets.

- Allow students to use extra paper or ink to write their response to the ELA Writing test unit. Only responses written in pencil on the pages designated "FINAL COPY" will be scored.

- Use "sticky" notes, paperclips, tape, staples, or glue on the scorable test booklets.

- Insert loose papers into the scorable test booklets.

- Photocopy the test booklets.

- Disassemble or pull pages from the test booklets.

- Erase any stray marks or duplicate any student-created response from a student test booklet.

Use of Unacceptable Resources

Students are not permitted to use resources on the AASA tests that are not specifically identified in this manual or the *Arizona Accommodations Manual* posted on the ADE website at **www.azed.gov/assessment/accessibility.**

The use of unacceptable resources during AASA testing is a test security violation and will result in the student's test being invalidated. Please remove any prohibited resources prior to the start of the test session.

Test Administrators and Proctors should monitor students while testing. If students are observed in possession of unacceptable resources, including but not limited to unacceptable reference materials, cell phones, smart watches, or other electronic devices, the unacceptable resource must be removed. Allow the student to continue testing once the unacceptable resource has been removed. Inform your Test Coordinator of the testing irregularity on the day of the occurrence.

Personal electronic devices, including but not limited to cell phones, smart watches, and other electronic devices, are the single largest source of test security violations. As such, students are not permitted to have access to any personal electronic devices during AASA testing. Test Administrators should ask students to power off and place all personal electronic devices in their backpacks and move their backpacks out of reach prior to starting test administration. Exception: A phone or electronic device needed for medical purposes is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical purposes during testing.

Testing Conditions and Accommodations

All AASA Test Administrators are expected to read and follow the guidance in the *Arizona Accommodations Manual* posted on the ADE website at **www.azed.gov/assessment/accessibility.** Modifications that alter the test construct being measured are prohibited, including changing the number of answer options, providing a human reader during the ELA Reading test units, or providing a calculator during Math test units where a calculator is prohibited.

Universal Test Administration Conditions are specific conditions that may be offered to any student to provide a comfortable and distraction-free environment. Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test. Test Administrators must know which students are eligible to receive accommodations and which accommodations are appropriate for each eligible student. Test Administrators must provide appropriate accommodations for eligible students and indicate which accommodations were provided by completing Box F on the back cover of the paper test booklet.

Providing unacceptable accommodations to students who may receive accommodations, providing accommodations to students who may not receive them, or failing to indicate that accommodations were provided are test administration errors.

For schools administering the Paper-Based Test (PBT), students may raise their hand and request that the Test Administrator or Proctor read information from the Writing or Math test. This must be done on an **individual** basis. Reading aloud to more than one student at a time can be distracting to other students and may disadvantage students. Only read what the student requests. This can be a word, phrase, sentence, question, or passage for a student. If a student has an accommodation for Read Aloud for instruction and assessment in their IEP or 504 Plan, this must be offered during Paper-Based Testing (PBT).

Please remember that the ELA Reading test passages and questions may **not** be read to students. For the Reading test, Test Administrators or Proctors may only read the scripted directions in this manual and directions included in the Reading unit.

Location for Testing

The location for testing must be determined prior to the testing date. The AASA tests are to be administered at Arizona schools. Students must be tested in a physical building designated as a testing site by the school. The AASA tests cannot be administered outside the state of Arizona.

Prepare the Room for Testing

The testing room should be prepared for the AASA test administration prior to the testing date.

- Establish campus protocol for entering and exiting the testing environment.

- Each testing room should have a "Testing—Do Not Disturb" sign on its door.

- Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance.

- All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely prior to any test session. This includes all content-based (ELA, Math, Science, and History) signage, regardless of the test unit being administered.

- Any motivational signs, apparel, or activities are not permitted in the testing environment.

- Arrange student seating so that students cannot easily see each other's test materials and so that the Test Administrator(s) and Proctor(s) can freely circulate the room to monitor testing.

- Students' desks and tables should be cleared of backpacks, personal electronic devices, and unnecessary materials prior to the beginning of testing. Personal materials and devices should be placed in the front or back of the classroom out of reach from students. Do not allow students to access content material or use electronic devices, including cell phones or smart watches, until after all materials have been collected from each student testing.

Arranging Instructional Spaces

9' Grid

6' PERIMETER for each student

3' of personal space

SOURCE: National Council on School Facilities and Cooperative Strategies   Icons: iStock/Getty
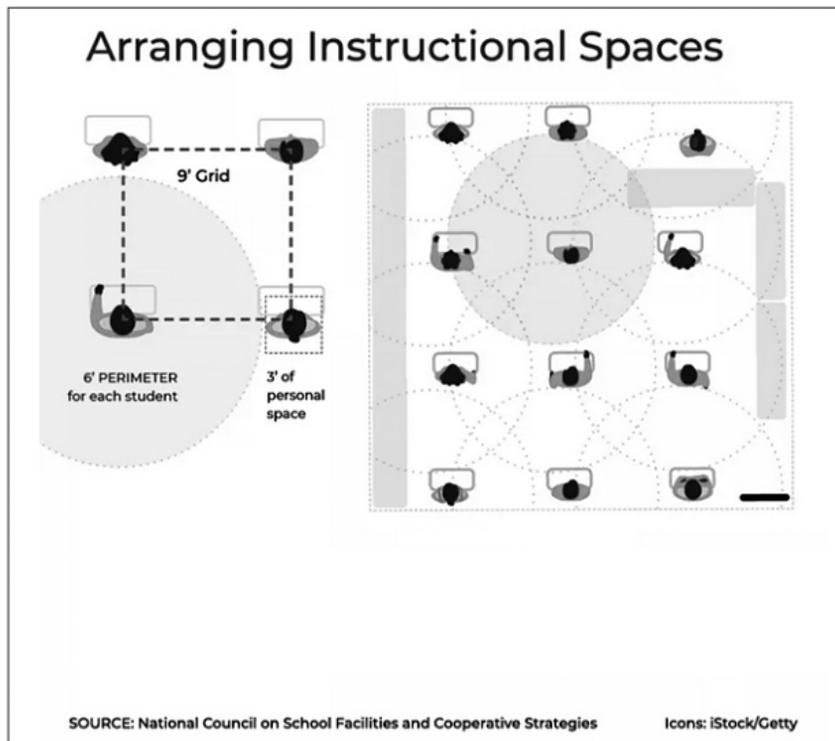
Test Administration Materials

Test materials that must be supplied by schools for testing rooms include:

- Electronic or paper copy of the *AASA Test Administration Directions*

- AASA test booklets for each student to be tested, with Pre-ID Labels applied

- Commercially published paper dictionaries and commercially published paper thesauruses for ELA Writing Unit only

- Approved calculators for Grades 7-8, for Math Test Unit 1 only

- "Testing—Do Not Disturb" signs

- Roster of AASA eligible students to be tested

- Supply of sharpened pencils with erasers

- Blank, lined, or graph scratch paper (whiteboards are prohibited)

- Sign in/out log for entering and exiting of the testing room

The use of scratch paper is allowed for the AASA test. However, all student responses for Paper-Based Testing (PBT) schools must be written in the scorable test booklet to be scored. For Special Paper Version (SPV) Large Print tests, students can record their responses by marking directly in their SPV test booklets. All student responses for SPV tests must be recorded by an adult into TestNav by **April 10, 2024,** the end of the test window, to be scored. All scratch paper must be collected at the end of the test unit and securely destroyed following your district's directions.

To administer the Grade 3 ELA Oral Reading Fluency (ORF) test unit online in TestNav, the following additional materials must be supplied by schools for testing rooms:

- Device for the Test Administrator

- Device for each student to be tested with the latest version of the TestNav application installed and prohibited applications disabled

- Each device must have the required headphones, keyboard, and mouse and be in working order. Bluetooth headphones are prohibited.

- Headsets with microphone are required. It is recommended that the headsets be unidirectional, with noise-cancelling microphones.

- Printed secure testing ticket for each student to be tested

Resources for Testing

Paper-Based Testing (PBT) schools must provide commercially published paper dictionaries and commercially published paper thesauruses for use on the ELA Writing test unit only. Several copies of these items must be available in each testing room. Dictionaries and thesauruses are not allowed for the ELA Reading test units.

PBT schools must provide an appropriate scientific calculator for every student participating in the AASA Math Grade 7-8 Unit 1 test. No laptop, tablet, or phone-based calculators may be used during the AASA. Students are not allowed to share calculators during a test unit.

AASA Calculator Guidance

Calculators are permitted on AASA Grades 7 and 8 Math Unit 1 only. The following table lists the types of calculators permitted. On tests where calculators are permitted, it is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality.

AASA Calculators

Test/Grade	Calculator Guidance
Math Grades 3–6	**No calculators permitted on AASA.**
Math Grades 7–8	Scientific calculators are permitted on AASA Math Unit 1 only. No calculators are permitted on AASA Math Unit 2. **Scientific calculator should include these functions: standard four functions (addition, subtraction, multiplication, and division), decimal, change sign (+/-), parentheses, square root, and π. They may NOT include: any problem solving or programming capabilities, place values, and inequalities.** *Sample acceptable calculator: TI-30X IIS or similar.*

AASA Sample Test

The AASA Sample Test helps students, teachers, and parents become familiar with the content and question types in the AASA assessments. The sample tests are available in the computer-based format, including American Sign Language (ASL), for ELA Writing, Reading, Oral Reading Fluency (ORF), and Math test units. Students will access the test as a guest, so no personal information needs to be provided. Students should take the AASA Sample Test prior to taking the Spring 2024 AASA test.

To access the AASA Sample Tests, the educator will go to the **TestNav Sign In** screen (https://home.testnav.com/). A username and password are not required. The **Test Audio** link and the **Mic Check & Sample Tests** links are at the bottom of the screen. Click on **Sample Tests.**

Pre-ID Labels

Students will receive a scorable AASA test booklet and a Pre-ID Label for ELA and Math. Pre-ID Labels should be applied to test booklets before distributing the test booklets to students. Care should be taken to affix the ELA Pre-ID Labels to the ELA test booklets and the Math Pre-ID Labels to the Math test booklets.

Pre-ID Labels should only be used if the information provided on the label is current and correct. If the Pre-ID Label is correct, do not complete the demographic information on the back of the test booklet. If the Pre-ID Label is incorrect, do not use the Pre-ID Label. The student demographic information on the back cover of the test booklet must be completed. If a student is missing a Pre-ID Label, the student demographic information on the back cover of the test booklet must be completed.

Do not make any changes to the information on the Pre-ID Label or mark the Pre-ID Label in any way. Additional and new Pre-ID Labels are not available, and you may not create your own Pre-ID Labels.

For Special Paper Version (SPV) tests, the student demographic information will be captured in PearsonAccess[next]. The Pre-ID Labels should not be affixed to SPV test booklets.

Test Administrators should check out secure test materials, including test booklets and Pre-ID Labels, from the Test Coordinator at the beginning of each day of testing and return secure test materials to the Test Coordinator at the end of the testing day.

How to Complete the Student Demographic Page (Back cover of the test booklet)

If it is necessary to fill in the student demographic information on the back of the test booklet, this is to be filled in by the school or district personnel in No. 2 pencil. Follow these instructions for completing the student's demographic information on the back cover of the test booklet.

A. Last Name, First Name, and Middle Initial

Using the student's name as it appears in AzEDS, print the student's last name in the row of boxes under the section for "Last Name." Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student's last name, leave off the letters at the end. Fill in the appropriate bubble for the letter in each column. If there are any blank boxes, fill in the empty bubbles at the top of the column.

Using the student's name as it appears in AzEDS, print the student's first name in the row of boxes under the section for "First Name." Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student's first name, leave off the letters at the end. Fill in the appropriate bubble for the letter in each column. If there are any blank boxes, fill in the empty bubbles at the top of the column.

Using the student's name as it appears in AzEDS, print the first letter of the student's middle name in the box under the section for "M." Fill in the appropriate bubble for the letter in the column. Leave the box blank if the student does not have a middle name. If the box is left blank, fill in the empty bubble at the top of the column.

B. SSID Number

When filling in the SSID number on the back page of the student's test booklet, the SSID must be 11 digits long. Add leading zeros to the student's SSID number. Example: 00012345678

C. Birth Date

In the section that says, "Birth Date," fill in the bubbles for the Month, the Day, and the Year for the student's date of birth. For example, if the student was born August 13, 2013, fill in the bubble for the month of August designated by "AUG" in the "Month" column, the bubbles for 1 and 3 in the "Day" columns, and the bubbles for 1 and 3 in the "Year" columns.

D. Gender

In the section that says "Gender," fill in the bubble that corresponds to the student's gender.

E. Ethnicity/Race

In the section that says "Ethnicity/Race," fill in the "Yes" or "No" bubble for "Hispanic or Latino," then fill in the bubble(s) that corresponds to the student's race. More than one bubble may be filled.

F. Accommodations

Universal tools for accessibility are available for all students who take the AASA. These tools are test accommodations and are available for students with disabilities. These accommodations are available for students with an Individualized Education Program (IEP) or 504 Plan as determined by the Americans with Disabilities Act (ADA). Test administration must adhere to a student's need for specific testing conditions or accommodations. In this section, the Test Administrator who witnessed the use of the testing accommodation(s) or who provided the testing accommodation(s) must mark the accommodation(s) used. Fill in one or more bubbles as applicable – *Adult Transcription, Assistive Technology, Read Aloud Test Content, Sign Test Content,* and *Simplified Directions.* If testing accommodations do not apply to the student, this box should be left blank.

G. Other Information

Leave this box blank. This box is for Pearson internal use only.

H. For Pearson Use Only

Leave this box blank. This box is for Pearson internal use only.

Student Demographic Sheet (Back page of the test booklet)

During AASA Test Administration

The scripted directions are formatted to guide you through test administration and to help ensure proper testing procedures. Please review the directions in advance to become familiar with the scripted text and testing procedures. Read aloud to students only what is marked with a "SAY" in the scripted directions. Test Administrator directions will appear in italicized text. This italicized text is for the Test Administrator only and should not be read aloud to students.

This document includes the scripted directions for the Spring 2024 AASA Paper-Based Test (PBT), scripted directions for the American Sign Language (ASL) online test, and also scripted directions for large print Special Paper Version (SPV) tests administered in PBT schools.

Monitoring Testing

During the administration of the AASA tests, Test Administrators and Proctors must supervise the testing room at all times. Test Administrators and Proctors should move continuously about the room in an unobtrusive manner to ensure students are using only appropriate testing materials and resources and to check that students are progressing through the test. Students should be allowed to work at their own pace.

Testing staff must remain attentive to their testing responsibilities throughout the test administration. Reading (other than the AASA manuals or supplements), grading papers, using a computer, cell phone, or other media device, talking casually with other staff, or engaging in any activity in the testing room not directly related to the administration is not permitted.

Test Administrators and Proctors may answer student questions about test directions but may not answer student questions about test content.

Breaks During Testing

- To exit the testing room for a restroom break or an emergency, students must close their test booklet and return it to the Test Administrator prior to leaving the room. Students must fill out the classroom sign in/out log for entering and exiting of the testing room.
- Stretch breaks are allowed on an individual student basis, as needed. Students may not talk, use electronic devices, or leave the room during their stretch break.
- Group or class stretch breaks are **not** allowed.
- Students cannot be stopped from testing by the Test Administrator for a stretch break.
- Significant breaks (individual or group), during a test session or unit, are **not** allowed. Once a class leaves the testing room, the test session will be over. This would exclude an emergency or other unusual situation that occurs during testing.

Students may not leave a test session to attend lunch until the completion of the test session; however, students may have their lunch brought to them, if necessary.

Disruptive Students

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be removed from the testing room as soon as possible to allow other students to continue to test undisturbed. Whenever possible, the disruptive students should be allowed to continue testing in a different location and be subject to the disciplinary procedures established by the school for such occurrences after completion of testing. If the student is believed to have participated in cheating, contact the Test Coordinator for guidance on the day of the occurrence.

The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the incident and its consequences.

Students Who Leave the Room During Testing

Students should remain in the testing room during the entire scheduled test session. However, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time. Students must fill out the classroom sign in/out log when entering and exiting of the testing room. Students may not take cell phones, smart watches, or any other electronic devices when exiting the testing room.

Students Who Leave School During Testing

Students who need to leave school before completing a particular test unit for the AASA test, including those students who leave due to illness, are ineligible to continue the test for that unit. The Test Administrator should inform the student that they will **not** be permitted to finish that test unit when the student returns to school. If the student returns to school during the test window, they may continue testing on any test unit(s) that have not yet been started.

The Arizona Department of Education recommends that documentation be kept identifying the time the student left the testing room, the test unit in progress at that time, and the reason for leaving early.

After AASA Test Administration

Students Who Need Additional Test Time

Most students should have time to finish the test during the allotted time. Students who are working productively and require additional time must be allowed to complete the test. Follow the procedures established by your Test Coordinator for those students who need additional time to complete the test. Students cannot leave for a break until their test unit is complete; however, students can have lunch brought to them, if necessary.

Ending Testing

When a student has finished testing, Test Administrators should collect the student's test booklet and any scratch paper. Confirm that the student's handwritten name is on the test booklet cover and matches the name on the student Pre-ID Label.

Once a student has submitted their test and returned any scratch paper, they may read a book silently while waiting for the scheduled test session to end. Students may not use the computer, access content material, or have access to their cell phones, smart watches, or other electronic devices until the end of the test session. Exception: A phone or electronic device needed for medical purposes is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical purposes.

Once the student has completed testing and turned in their test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. All test booklets will be returned for scoring as completed by the student.

Ensure that all scratch paper has been separated from the secure test booklets. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper, secure testing tickets, and this manual.

Returning Test Materials to the Test Coordinator

All test booklets are to be returned to the Test Coordinator at the end of the testing day. Test Administrators should arrange the test booklets facing up. Paperclips or rubber bands must not be used to bind these materials as this may damage their edges.

All scratch paper is to be securely destroyed based on district/charter guidance.

Special Paper Version (SPV) Tests

All students with an ADE-approved Special Paper Version (SPV) accommodation will be registered by ADE in an SPV test session in PearsonAccess^next prior to testing. This is required in order to enter the student's SPV test responses into TestNav for scoring. ADE will also place an order for the approved SPV test(s).

Once students have been assigned to an SPV test session in PearsonAccess^next, the Test Coordinator or Test Administrator may begin preparing for testing. Prior to the test day, the test session resources must be accessed from PearsonAccess^next. Refer to the *PearsonAccess^next User's Guide* for more detailed information.

Students taking the SPV tests should record their responses directly on the SPV test booklet. The Test Administrator must record responses directly into TestNav after the student completes the test, following the directions that are detailed in this document. The Test Administrator will use the student's testing ticket information to log into TestNav for this purpose.

Test Administrators must provide students using the SPV tests enough time to complete the AASA tests and sufficient time for the Test Administrator to enter the student responses into the TestNav system by the close of the test window.

Any SPV test responses for ELA Writing, Reading, and Math test units not entered into TestNav by the end of the test window, April 10, 2024, will not be scored.

During testing, if a student needs to leave the room for any emergency reason, ensure to collect the test booklet and any scratch paper from the student prior to them leaving the room.

As each student finishes testing, collect their SPV test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to access content material or use electronic devices, including cell phones or smart watches, until after all students have completed the test and all test materials have been collected from the students.

SPV tests must be returned to the Achievement District Test Coordinator after students have completed testing. For any questions regarding SPV tests, contact the Achievement District Test Coordinator.

Note: The Braille Special Paper Version (SPV) test administration process will be covered in a separate document: *Spring 2024 AASA Test Administration Directions for Special Paper Version (SPV): Braille.*

American Sign Language (ASL) Tests

The American Sign Language (ASL) test accommodation will be available to students requiring an ASL test and with prior approval by ADE. The ASL test will be a computer-based test and will not have a paper version test. For any student in a Paper-Based Testing (PBT) school who is approved for an ASL test, ADE will create an ASL test session in PearsonAccess^next and move the student into the ASL test session prior to testing.

ASL tests must be administered according to the directions included in this manual.

Paper-Based Testing and Special Paper Version Tests

Scripted Directions for ELA Writing Unit Grades 3–8

The ELA Writing test is administered in one test unit. Commercially published paper dictionaries and commercially published paper thesauruses are permitted for the ELA Writing Unit only. Graphic organizers are **not** permitted.

Prior to beginning a test unit, the Test Administrator should write the following information on the board, or somewhere else where students will be able to see it, to assist them in completing the front cover of their test booklets: Teacher Name, School, and District. For both Paper-Based Testing (PBT) and Special Paper Version (SPV) test booklets, students will need to complete the front cover of their test booklets. Students will use the same test booklet for all ELA test units.

For PBT tests, student Pre-ID Labels must be affixed to test booklets **before** testing. If any student expected to test on the AASA test is missing a Pre-ID Label or has an incorrect Pre-ID Label, the student must have their student demographic information bubbled in on the back page of the test booklet **before** testing. For SPV tests, student demographic information will be captured in PearsonAccess^next. The Pre-ID Labels should not be affixed to the SPV test booklets.

To begin, the Test Administrator must distribute test booklets, scratch paper, and pencils to each student. The student name, date of birth, grade level, and test should be verified when distributing secure test booklets.

SAY	**Today you will be taking Arizona's Academic Standards Assessment ELA Writing test.**
	Do not open your test booklet until I tell you to do so.
	Any student who has any electronic device, including a cell phone or smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.
	If you have a question or need help during the test, raise your hand, and I will come to you.
	The Writing test is not timed. If you have not completed the test at the conclusion of the test session, you will be permitted to continue working. However, you must complete the test by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	**You will use the same test booklet for all ELA test units.**
	[For Paper-Based Testing only, say:]
	On the front cover of your test booklet, you will see a label with your legal name, school, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.

For Paper-Based Testing only, if any student information is incorrect or missing, the student must not proceed with testing until the student's correct information has been bubbled in on the back of the student test booklet.

Proceed with directions once all students have the correct test booklet.

SAY	**On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information provided to you.**

Proceed with the directions once all students have completed the information on the front cover of their test booklet.

SAY Today's Writing test has one prompt and multiple sources for you to read and use to write your response.

There is also a *Writing Guide* that provides the expectations for your response. You may use a dictionary and thesaurus as well.

You may also use scratch paper to plan your response and write a rough draft if you choose. When you have finished planning your response, you must write your final response in your test booklet on the pages designated "Final Copy." Your final response may be in cursive or printed letters. However, it is important that your response be legible.

Manage your time carefully so that you can do the following actions:

• **Read the sources.**

• **Plan your response.**

• **Write your response.**

• **Revise and edit your response.**

Your response should be in the form of a multiparagraph essay. Remember that your response must address the writing prompt and provided sources.

Before you test, please remember the following:

• **Use a No. 2 pencil for your writing response.**

• **Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets.**

• **Only what is written on the pages marked "Final Copy" will be scored.**

• **Write only on the lines provided.**

• **Do not write in the margins.**

Are there any questions?

Answer any questions.

SAY	When you finish the test unit, you will see the "Stop" sign. Do not go beyond the "Stop" sign.
	When you see the "Stop" sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.
	Be sure to reread your response and make any necessary edits.
	When you are satisfied with your final response, close your test booklet. Raise your hand, and I will collect your test booklet and scratch paper.
	You must remain silent until the conclusion of the testing session.
	Are there any questions?

Answer any questions.

SAY	Open your test booklet to page 4.
	You will see the writing prompt on this page, along with detailed directions that will help you write your multiparagraph essay. Make sure to read the directions and manage your time carefully.
	You may now read the prompt and begin the test.

Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.

Most students should have had enough time to finish the test during the allotted time. At the end of the test, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

When the test unit ends:

SAY	This concludes the testing session.
	If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a secure, locked storage until returned to the Test Coordinator. If any test booklets are missing or damaged, a test irregularity must be submitted in PearsonAccess[next].*

Paper-Based Testing and Special Paper Version Tests

Scripted Directions for ELA Reading Units Grades 3–8

The ELA Reading test is administered in two test units—Units 1 and 2. Dictionaries and thesauruses are **not** permitted for the ELA Reading test units.

Reading aloud or use of an interpreter for the ELA Reading test to students violates the test construct. Please do not read aloud or interpret passages or test questions for students. Only Reading directions may be read aloud or interpreted for students.

ELA Reading Unit 1 and 2 tests are administered exactly the same way for students in Grades 3-8. The scripted directions have been combined for these grades and test units.

Students will use the same test booklet for all ELA test units. Verify students have their assigned test booklet before they begin testing.

To begin, the Test Administrator must distribute test booklets, scratch paper, and pencils to each student. The student name, date of birth, grade level, and test should be verified when distributing secure test booklets.

SAY	Today you will be taking Arizona's Academic Standards Assessment ELA Reading test.
	Do not open your test booklet until I tell you to do so.
	Any student who has any electronic device, including a cell phone or smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.
	If you have a question or need help during the test, raise your hand, and I will come to you.
	The Reading test is not timed. If you have not completed the test unit at the conclusion of this test session, you will be permitted to continue working. However, you must complete the test unit by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	You will use the same test booklet for all ELA test units.
	Please check that the test booklet in front of you is the same one you used for the previous ELA test and has your name on the front cover.

Proceed with directions once all students have the correct test booklet.

SAY	Today's Reading test contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your answers in the test booklet in the designated area for each question.
	Some of the questions may be challenging or unfamiliar to you. Do your best on all questions.
	Before you test, please remember the following:
	• Use a No. 2 pencil for your answers.
	• Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet.
	• Do not write in the margins.
	• If you want to change an answer, completely erase the mark you made before making a new mark.
	Are there any questions?

Answer any questions.

Be sure to read each question carefully. Some questions will require you to mark more than one answer.

You may use scratch paper, but you need to record your final answers in the test booklet.

When you finish the Reading test unit, you will see the "Stop" sign. Do not go beyond the "Stop" sign.

When you see the "Stop" sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

Be sure to reread your responses and make any necessary edits.

When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet and scratch paper.

You must remain silent until the conclusion of the testing session.

Are there any questions?

Answer any questions.

For Unit 1:
The ELA Reading Unit 1 test will have sample questions.

For Unit 2:
The ELA Reading Unit 2 test will not contain sample questions. Skip to page 27 of this manual and continue with the directions.

Unit 1 Only: ELA Reading sample questions

SAY

Open your test booklet to [Grade 3—page 13, Grade 4—page 13, Grade 5—page 15, Grade 6—page 15, Grade 7—page 17, Grade 8—page 17].

On this page you will see directions and sample questions for the ELA Reading Unit 1 test.

Make sure all students have turned to the correct page in their test booklets.

Unit 1 Only: ELA Reading sample questions (continued)

SAY	We will begin by doing three sample questions. You will mark your answers in your test booklet. Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.

Give students time to answer Sample A and then continue.

SAY	The correct answer for Sample A is: [Grades 3-5: "B"; Grades 6-8: "A"]. Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B and then continue.

SAY	The correct answer for Sample B is: [Grades 3-5: "C" and "D"; Grades 6-8: "A" and "C"]. Next, read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.

Give students time to answer Sample C and then continue.

SAY	The correct answer for Sample C is: [Grades 3-5: "C"; Grades 6-8: "A"] Are there any questions?

Answer any questions.

Units 1 and 2:

SAY	[For Unit 1, say:] **Now turn to [Grade 3—page 15, Grade 4—page 15, Grade 5—page 17, Grade 6—page 17, Grade 7—page 19, Grade 8—page 19].** [For Unit 2, say:] **Now turn to [Grade 3—page 39, Grade 4—page 43, Grade 5—page 45, Grade 6—page 43, Grade 7—page 47, Grade 8—page 49].** **You may begin the test.**

Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.

Most students should have had enough time to finish the test during the allotted time. At the end of the test, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

When the test unit ends—Units 1 and 2:

SAY	**This concludes the testing session.** **If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.**

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a secure, locked storage until returned to the Test Coordinator. If any test booklets are missing or damaged, a test irregularity must be submitted in PearsonAccess^next.*

ELA Reading Unit 2 is administered exactly the same way as ELA Reading Unit 1 was administered. Follow the same steps and procedures as those performed in ELA Reading Unit 1.

Paper-Based Testing and Special Paper Version Tests

Scripted Directions for Grade 3 ELA Oral Reading Fluency Unit

The ELA Oral Reading Fluency (ORF) test will only be administered to Grade 3 students. Students taking the American Sign Language (ASL) or the Braille test should not be administered the ELA ORF test unit.

The ELA ORF test is estimated to take no more than 30 minutes, including setup time, the microphone check, and the actual test. Therefore, it is recommended that students complete the ELA ORF test without leaving the room for a break.

Third grade students, including any students taking a large print Special Paper Version (SPV) test, will complete the ELA ORF test online in TestNav. Students will not need their SPV paper test booklets when completing the ELA ORF test online.

Test Administrators and students should not examine, read, review, disclose, or allow to be disclosed, the content of the test before, during, or after test administration. Do not allow students to access the ELA ORF passages prior to testing.

When administering the ELA ORF test online in TestNav, the use of a headset with a microphone is required, and it is recommended that the headsets be unidirectional, with noise-cancelling microphones. It is recommended that Test Administrators explain and demonstrate the use of the headphones to students before the students sit at computers to log in. Students should be instructed to speak in a clear voice.

The ORF test should be administered in small groups no larger than six students per classroom or computer lab. For more information, refer to the *Headphone and Microphone Requirements* and the *Recommended Seating Arrangements*, posted on the AASA website at **https://www.azed.gov/assessment/aasa.**
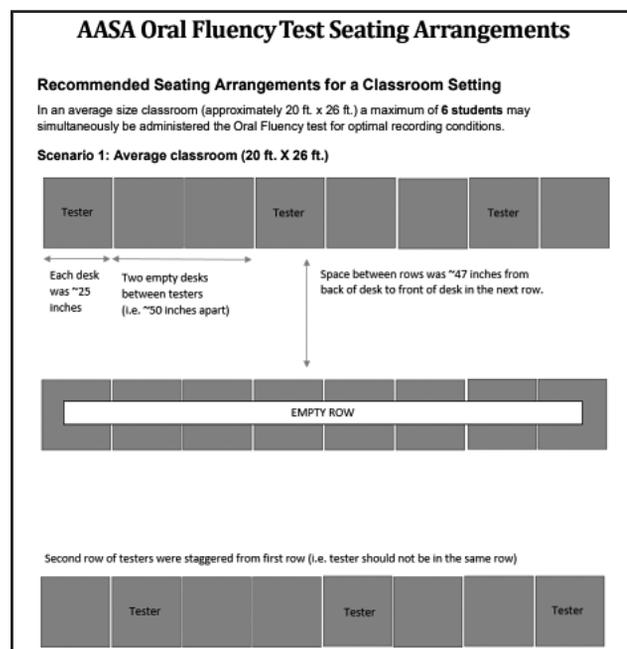
AASA Oral Fluency Test Seating Arrangements

Recommended Seating Arrangements for a Classroom Setting
In an average size classroom (approximately 20 ft. x 26 ft.) a maximum of **6 students** may simultaneously be administered the Oral Fluency test for optimal recording conditions.

Scenario 1: Average classroom (20 ft. X 26 ft.)

Each desk was ~25 inches

Two empty desks between testers (i.e. ~50 inches apart)

Space between rows was ~47 inches from back of desk to front of desk in the next row.

EMPTY ROW

Second row of testers were staggered from first row (i.e. tester should not be in the same row)

To begin, the Test Administrator must:

- Open PearsonAccess^next^ on the Test Administrator device.
- Close all programs on each testing device, then launch the TestNav application on each testing device.
- Verify and distribute secure testing tickets. The student name, date of birth, grade level, and test should be verified when distributing secure testing tickets.

ELA Oral Reading Fluency (ORF)—Scripted Directions for Grade 3

| SAY	Before we begin, verify the testing ticket is yours by checking the first and last name and your date of birth. If the testing ticket does <u>not</u> belong to you, raise your hand. Do not sign in until I tell you to do so.

Resolve any testing ticket issues.

*Note: If any student information is incorrect, the student **must not** proceed with testing. The student's information must be corrected in PearsonAccess^next^. A new testing ticket must be printed for the student.*

SAY	Today, you will be taking Arizona's Academic Standards Assessment ELA Oral Reading Fluency test.
	Any student who has any electronic device, including a cell phone or smart watch, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.
	Are there any questions?

Answer any questions.

| SAY	You will now sign into the test. On the "Sign In" screen, enter your Username and Password from your testing ticket, then click the blue "Sign In" button.

Verify that all students signed in.

SAY	Now, you will see the "Welcome" screen. Check that your name appears correctly on the screen. Raise your hand if the name is not correct. Click the blue "Start" button to continue.

Welcome, TestNav User!

AASA Grade 3 Oral Reading

There is 1 section.

There are 3 questions in section 1.

Start »

Once all students have verified their name and any needed assistance has been provided, proceed with the directions.

Next, students will perform a microphone check in TestNav. Headphones must be securely plugged into the correct jack or USB port. Students will need to record themselves speaking, then they will play the recording back to themselves to see if it sounds good before they proceed to the ORF test.

SAY	**Now, you will see the "Set Up Your Microphone" screen. Click the blue "Enable Your Microphone" button to proceed to the microphone check screen.**
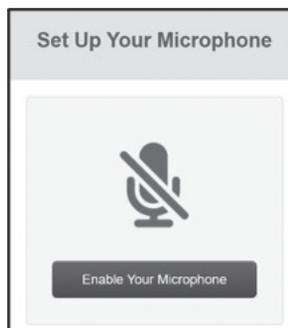
[If students receive a pop-up message on their computer screen, say:]

You may receive the following pop-up message on your computer screen:

az.testnav.com wants to use your microphone.

If you receive this message, click on the "Allow" button to enable your microphone.

Once all students have enabled their microphone and any needed assistance has been provided, proceed with the directions. Test Administrators may need to assist students with selecting the correct microphone for their device.

SAY	**Next, you will see the "Test Your Microphone" screen and a dropdown menu with a listing of available microphones. Check that the correct microphone is selected in the dropdown menu.** **Once you have selected the correct microphone, read and follow the directions on the screen to test your microphone. Next, click on the red "Record" button.**
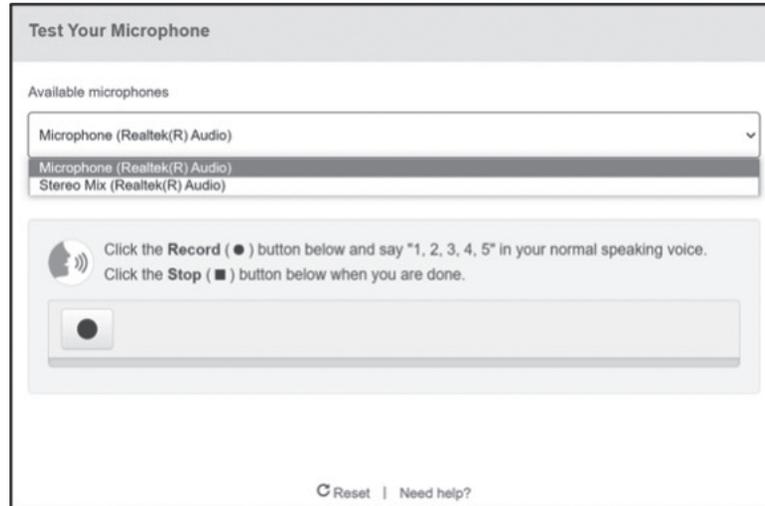
Once the student has checked that the preferred microphone is selected, has recorded their voice, and any needed assistance has been provided, proceed with the directions.

SAY	**Once you have recorded your voice, another "Test Your Microphone" screen will appear with the question "Does it sound good and clear?"** **Click on the "Play" button found below this question to listen to your voice recording.** **If your voice recording sounds good and clear, click on the "Sounds Good" button with the green check mark. Otherwise, click on the "Sounds Bad" button with the red X and try again. If you need help, raise your hand, and I will come to you.**
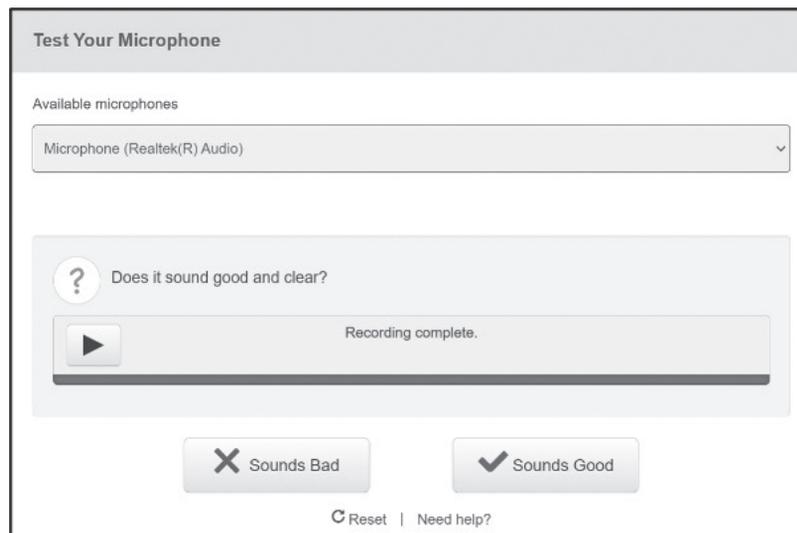
Move around the room and make sure all students are on the "Test Your Microphone" screen and are listening to their voice recording.

Assist any students who are unable to hear their audio recording.

- *Check to make sure the headphones are securely plugged into the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted. Bluetooth devices are prohibited.*
- *Ensure that the microphone selected in the "Available microphones" dropdown is not muted.*

If audio and/or microphone issues cannot be resolved, move student to another computer with working audio and microphone.

Verify that all students have completed the microphone check and are ready to proceed with the test.

|	
SAY	**Once you click on the "Sounds Good" button, you will see the "Oral Reading" screen.**
	Click the blue "Start" button to continue.

Oral Reading

Questions

Start

The students should be on the "AASA" page of the AASA Test Administration.

Verify that all students are on the "AASA" page. Assist those students that may need help. Proceed with the directions once all students are on the "AASA" page.

← → Review ☰ 🔖 Bookmark ▶ 🗒 ✕   TestNav User ▾

AASA GRADE 3 ORAL READING / ORAL READING / WELCOME 🔊 🔋

AASA
Grade 3 ELA
Oral Reading Fluency

AASA ARIZONA'S ACADEMIC STANDARDS ASSESSMENT

| SAY | The Oral Reading Fluency test is timed. You will be given one minute to read each passage out loud. You might not finish reading the whole passage, and that is OK. If you have difficulty with a word, do your best or skip the word, and then move on.

For each passage, once you are ready to begin reading, you will click the red "Record" button to start the audio recording and begin reading the passage out loud. Each passage will be recorded as you read. Once the recording ends for a passage, the message "Recording complete." will display on your screen. The recording will automatically end.

To move to the next reading passage, you will need to select the blue arrow button found at the top of your screen.

Are there any questions? |
|---|---|

Answer any questions.

| SAY | Now we are going to start the test.

Put your headphones on and click on the blue arrow button at the top of your screen to begin. |
|---|---|

While students are testing, move around the room to make sure students are appropriately recording the reading passages.

When the test unit ends:

| SAY | This concludes the testing session.

You may click the green "Submit Final Answers" button now. |
|---|---|

The student will see the following screen at the end of the test unit.

The student must click on the green "Submit Final Answers" button on this screen.
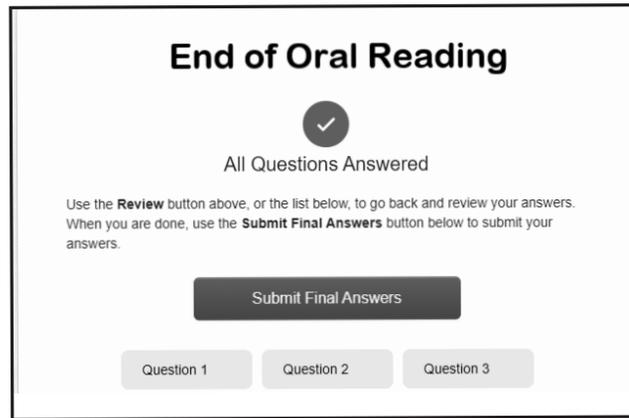
End of Oral Reading

✓

All Questions Answered

Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

Submit Final Answers

Question 1   Question 2   Question 3

Submit Final Answers:

Once the student clicks the green "Submit Final Answers" button, the screen "Test Submit Warning" will display to confirm that the student is about to leave this unit. Once the student selects the "Yes, Submit Final Answers" button on this warning screen, the test opportunity will end, and the student will not be able to continue to test.

Test Submit Warning

Are you sure you want to **submit final answers**? You will not be able to return to this test.

No, Cancel   Yes, Submit Final Answers
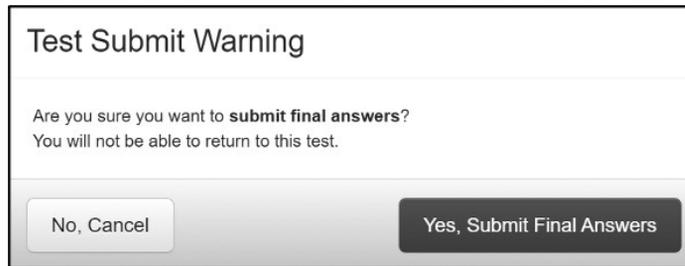
When the student clicks "Yes, Submit Final Answers," TestNav logs the student out and displays the "Sign Out Complete" page.

TestNav

Sign out complete. Thank you for using TestNav.

Back to Sign in
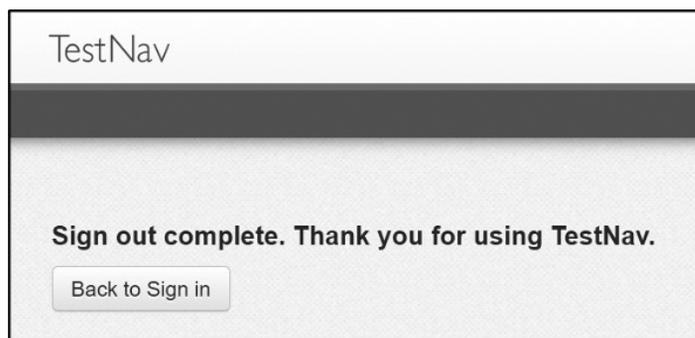
If all students have completed testing, this will end the test unit. Next, click "Sign Out" in the upper-right corner of the TestNav system.

Collect the secure testing tickets. Missing secure testing tickets must be located prior to dismissing students from the testing environment. All secure test materials must be kept in secure, locked storage.

Paper-Based Testing and Special Paper Version Tests

Scripted Directions for Math Units Grades 3–6

The Math test is administered in two test units - Units 1 and 2. For Grades 3-6, calculators are **not** permitted for any of the test units. Math reference sheets are **not** permitted.

Math Unit 1 and 2 tests are administered exactly the same way for students in Grades 3-6. The scripted directions have been combined for these grades and test units. Any test unit specific instructions are provided in the scripted directions.

Prior to beginning a test unit, the Test Administrator should write the following information on the board, or somewhere else where students will be able to see it, to assist them in completing the front cover of their test booklets: Teacher Name, School, and District. For both Paper-Based Testing (PBT) and Special Paper Version (SPV) test booklets, students will need to complete the front cover of their test booklets.

Students will use the same test booklet for all Math test units. This information will only need to be completed once for all Math test units.

For PBT tests, student Pre-ID Labels must be affixed to test booklets **before** testing. If any student expected to test on the AASA test is missing a Pre-ID Label or has an incorrect Pre-ID Label, the student must have their student demographic information bubbled in on the paper test booklet **before** testing. For SPV tests, student demographic information will be captured in PearsonAccess^next. The Pre-ID Labels should not be affixed to the SPV test booklets.

To begin, the Test Administrator must distribute test booklets, scratch paper, and pencils to each student. The student name, date of birth, grade level, and test unit should be verified when distributing secure test booklets.

Math Units 1 and 2 (Combined): Scripted Directions for Grades 3–6

SAY	Today you will be taking Arizona's Academic Standards Assessment Math test.
	Do not open your test booklet until I tell you to do so.
	Any student who has any electronic device, including a cell phone or smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.
	If you have a question or need help during the test, raise your hand, and I will come to you.
	The Math test is not timed. If you have not completed the test at the conclusion of this test session, you will be permitted to continue working. However, you must complete the test unit by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	You will use the same test booklet for all Math test units.
	[For Paper-Based Testing only, say:] **On the front cover of your test booklet you will see a label with your name, school, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.**

For Paper-Based Testing only, if any student information is incorrect or missing, the student must not proceed with testing until the student's correct information has been bubbled in on the back of the student test booklet.

Proceed with directions once all students have the correct test booklet.

SAY

[For Unit 1, say:]
On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information provided to you.

[For Unit 2, say:]
Please check that the test booklet in front of you is the same one you used for the previous Math test and has your name on the front cover.

Proceed with directions once all students have completed any needed information on the front cover of their test booklet.

SAY

Today's Math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

Some of the questions may be challenging or unfamiliar to you. Do your best on all questions.

Before you test, please remember the following:

- **Use a No. 2 pencil for your answers.**
- **Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet.**
- **Do not write in the margins.**
- **If you want to change an answer, completely erase the mark you made before making a new mark.**

Calculators are not permitted on this test unit.

Are there any questions?

Answer any questions.

SAY	Be sure to read each question carefully. Some questions will require you to mark more than one answer, and others will require you to give your response in different ways.
	You may use scratch paper, but you need to record your final answers in the test booklet.
	When you finish the Math test unit, you will see the "Stop" sign. Do not go beyond the "Stop" sign.
	When you see the "Stop" sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.
	Be sure to check your responses and make any necessary edits.
	When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet and scratch paper.
	You must remain silent until the conclusion of the testing session.
	Are there any questions?

Answer any questions.

For Unit 1:
The Math Unit 1 test will have sample questions. Continue reading the directions for the sample questions.

For Unit 2:
The Math Unit 2 test will not contain sample questions. Skip to page 43 of this manual and continue with the directions.

Unit 1 Only: Math sample questions

SAY	Open your test booklet to page 3.
	On this page you will see directions and sample questions for the Math Unit 1 test.

Make sure all students have turned to the correct page in their test booklets.

> **SAY**
>
> **We will begin by doing three sample questions. You will mark your answers in your test booklet.**
>
> **Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.**

Give students time to answer Sample A and then continue.

> **SAY**
>
> **The correct answer for Sample A is: [Grades 3-5: "C"; Grade 6: "A"].**
>
> **Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.**

Give students time to answer Sample B and then continue.

> **SAY**
>
> **The correct answer for Sample B is: [Grades 3-5: 2/8 (2 fraction bar 8); Grade 6: 6.36 (six decimal point three six)].**
>
> **To answer this type of grid-in response question, you must enter your answer in the grid provided. This is only one type of question you will see.**
>
> **When entering responses for grid-in response questions, it is important to consider the following things:**
>
> - **You may use the digits: 0-9 and the symbols: slash for a fraction bar (/), a decimal (.), and a negative sign (-). You may use up to a total of seven digits and symbols combined.**
> - **The purpose of the boxes above the grid are only to assist you with filling out the bubbles and are not scored.**
> - **Only fill in one bubble per column; any response with more than one bubble in a column will be marked as incorrect.**
> - **You can enter a response as a mixed number or decimal to indicate the solution.**
> - **If the answer for an item is a mixed number, you must leave a space between the whole number and the fraction.**
>
> **Are there any questions?**

Answer any questions.

Unit 1 Only: Math sample questions (continued)

Sample of AASA Math grid-in response box:

| SAY | **Next, read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.** |

Give students time to answer Sample C and then continue.

| SAY | **The correct answer for Sample C is: [Grades 3–5: A graph that has the first bar (green) on the graph with a height of 3, this green bar is pre-filled on the graph, the second bar (blue) with a height of 6, the third bar (black) with a height of 12, and the last bar (other) with a height of 24; Grade 6: "$m = 2d$" or any equivalent equation].**

This is another type of question you will see. Math questions will require you to give your answer in different ways.

Are there any questions? |

Answer any questions.

Units 1 and 2:

SAY	[For Unit 1, say:] **Now turn to page 5.** [For Unit 2, say:] **Now turn to [Grade 3—page 31, Grade 4—page 31,** **Grade 5—page 33, Grade 6—page 27].** **You may begin the test.**

Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.

Most students should have had enough time to finish the test during the allotted time. At the end of the test, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

When the test unit ends—Units 1 and 2:

SAY	**This concludes the testing session.** **If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.**

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a secure, locked storage until returned to the Test Coordinator. If any test booklets are missing or damaged, a test irregularity must be submitted in PearsonAccess^next.*

Math Unit 2 is administered exactly the same way as Math Unit 1 was administered. Follow the same steps and procedures as those performed in Math Unit 1.

Paper-Based Testing and Special Paper Version Tests

Scripted Directions for Math Units Grades 7–8

The Math test is administered in two test units - Units 1 and 2. For Grades 7-8, students will need access to an approved calculator for Test Unit 1 only. Calculators are **not** permitted for Math Grades 7-8 Test Unit 2. Math reference sheets are **not** permitted.

Prior to beginning a test unit, the Test Administrator should write the following information on the board, or somewhere else where students will be able to see it, to assist them in completing the front cover of their test booklets: Teacher Name, School, and District. For both Paper-Based Testing (PBT) and Special Paper Version (SPV) test booklets, students will need to complete the front cover of their test booklets.

Students will use the same test booklet for all Math test units. This information will only need to be completed once for all Math test units.

For PBT tests, student Pre-ID Labels must be affixed to test booklets **before** testing. If any student expected to test on the AASA test is missing a Pre-ID Label or has an incorrect Pre-ID Label, the student must have their student demographic information bubbled in on the paper test booklet **before** testing. For SPV tests, student demographic information will be captured in PearsonAccess[next]. The Pre-ID Labels should not be affixed to the SPV test booklets.

To begin, the Test Administrator must distribute test booklets, scratch paper, and pencils to each student. The student name, date of birth, grade level, and test unit should be verified when distributing secure test booklets.

Math Units 1 and 2 (Combined): Scripted Directions for Grades 7–8

SAY	Today you will be taking Arizona's Academic Standards Assessment Math test.
	Do not open your test booklet until I tell you to do so.
	Any student who has any electronic device, including a cell phone or smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.
	If you have a question or need help during the test, raise your hand, and I will come to you.
	The Math test is not timed. If you have not completed the test at the conclusion of this test session, you will be permitted to continue working. However, you must complete the test unit by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	*[For Unit 1, say:]* You will use the same test booklet for all Math test units. On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information provided to you. *[For Unit 2, say:]* Please check to see that the test booklet in front of you is the same one you used for the previous Math test and has your name on the front cover.

For Paper-Based Testing only, if any student information is incorrect or missing, the student must not proceed with testing until the student's correct information has been bubbled in on the back of the student test booklet.

Proceed with directions once all students have the correct test booklet.

SAY

Today's Math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

[For Math Unit 1, say:]
You may use an approved calculator during the Math Unit 1 test.

[For Math Unit 2, say:]
Use of a calculator is prohibited in the Math Unit 2 test.

Before you test, please remember the following:

- Use a No. 2 pencil for your answers.

- Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet.

- Do not write in the margins.

- If you want to change an answer, completely erase the mark you made before making a new mark.

Are there any questions?

Answer any questions.

SAY

Be sure to read each question carefully. Some questions will require you to mark more than one answer, and others will require you to give your response in different ways.

You may use scratch paper, but you need to record your final answers in the test booklet.

When you finish the Math test, you will see the "Stop" sign. Do not go beyond the "Stop" sign.

When you see the "Stop" sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

Be sure to check your responses and make any necessary edits.

When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet and scratch paper.

You must remain silent until the conclusion of the testing session.

Are there any questions?

Answer any questions.

For Unit 1:

The Math Unit 1 test will have sample questions. Continue reading the directions for the sample questions.

For Unit 2:

The Math Unit 2 test will not contain sample questions. Skip to page 50 of this manual and continue with the directions.

Unit 1 Only: Math sample questions—

SAY	**Open your test booklet to page 3.** **On this page you will see directions and sample questions for the Math test.**

Make sure all students have turned to the correct page in their test booklets.

SAY	**We will begin by doing three sample questions. You will mark your answers in your test booklet.** **Read Sample A in your test booklet. Then mark the answer your choose. When you have finished with Sample A, stop working.**

Give students time to answer Sample A and then continue.

SAY	**The correct answer for Sample A is: [Grades 7-8: "A"].** **Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.**

Give students time to answer Sample B and then continue.

SAY	**The correct answer for Sample B is: [Grades 7-8: 6.36 (six decimal point three six)].**
	
	To answer this type of grid-in response question, you must enter your answer in the grid provided. This is only one type of question you will see.
	
	When entering responses for grid-in response questions, it is important to consider the following things:
	
	  • **You may use the digits: 0-9 and the symbols: slash for a fraction bar (/), a decimal (.), and a negative sign (-). You may use up to a total of seven digits and symbols combined.**
	
	  • **The purpose of the boxes above the grid are only to assist you with filling out the bubbles and are not scored.**
	
	  • **Only fill in one bubble per column; any response with more than one bubble in a column will be marked as incorrect.**
	
	  • **You can enter a response as a mixed number or decimal to indicate the solution.**
	
	  • **If the answer for an item is a mixed number, you must leave a space between the whole number and the fraction.**
	
	Are there any questions?

Answer any questions.

Unit 1 Only: Math sample questions (continued)—

Sample of AASA Math grid-in response box:

| SAY | **Next, read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.** |

Give students time to answer Sample C and then continue.

| SAY | **The correct answer for Sample C is: [Grades 7-8: "*m* = 2*d*" or any equivalent equation].**

 This is another type of question you will see. Math questions will require you to give your answer in different ways.

 Are there any questions? |

Answer any questions.

Units 1 and 2:

SAY	*[For Math Unit 1, say:]* **Now turn to [Grade 7—page 5, Grade 8—page 5].** **You may use an approved calculator on the Math Unit 1 test.** *[For Math Unit 2, say:]* **Now turn to [Grade 7—page 29, Grade 8—page 33].** **Calculators are <u>not</u> permitted on the Math Unit 2 test.** **You may begin the test.**

Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.

Most students should have had enough time to finish the test during the allotted time. At the end of the test, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

When the test unit ends—Units 1 and 2:

SAY	**This concludes the testing session.** **If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.**

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a secure, locked storage until returned to the Test Coordinator. If any test booklets are missing or damaged, a test irregularity must be submitted in PearsonAccess^next.*

Entering Special Paper Version Test Responses into TestNav

All students who need a Special Paper Version (SPV) test must be assigned an SPV test accommodation in PearsonAccess[next]. All students with an approved SPV accommodation will be registered by ADE in an SPV test session. For any questions regarding the SPV test, contact the Achievement District Test Coordinator.

Starting a Session and Unlocking Student Tests in PearsonAccess[next]

Once students have been assigned to a Special Paper Version (SPV) test session in PearsonAccess[next], the Test Coordinator or Test Administrator may begin preparing for testing. Prior to the test day, the test session resources must be accessed from PearsonAccess[next].

For SPV testing, a test session should be started and unlocked in PearsonAccess[next] once the Test Administrator is ready to enter the student's responses into TestNav. This must be done prior to signing into TestNav with the student's credentials supplied in the secure testing ticket.

Refer to the *PearsonAccess[next] User's Guide* for detailed instructions on how to start and unlock a test session.

Secure Testing Tickets

Secure testing tickets are an available resource in PearsonAccess[next]. Secure testing tickets contain the student's information that is required for the Test Administrator to log into TestNav as the student.

Sample Secure Testing Ticket

STUDENT TESTING TICKET

Student: **Lastname1, Firstname1**
SSID: **99999999999**
Session: **AASA Grade 03**
Date of Birth: **10/01/2012**
Test: **AASA Grade 03**
Select **Arizona** in the application.
Username: **LGN41660365**   Password: **DLY4GAH**

Signing Into TestNav

When it is time to enter the student responses, the Test Administrator will sign into TestNav as the student, using the information provided on the secure testing ticket. The **TestNav Sign In** screen should be visible. The Test Administrator should have the secure testing ticket from PearsonAccess^next ready to sign into the AASA test as the student.

Once signed in, make sure the student's name appears in the top right corner of the screen.

Note: If any student information is incorrect, you must not proceed. Contact the Test Coordinator.

There are specific directions that the Test Administrator must be aware of prior to entering the student's responses into TestNav, as some TestNav screens will differ by Subject and Grade as detailed below.

Directions for ELA Grade 3, All test units:

The ELA Grade 3 test units (Writing, Reading Unit 1, Reading Unit 2, and Oral Reading Fluency test) will not display the "Available Tests" screen. The TestNav "Sign In" screen will be used to log into the student's test.

Directions for ELA Grades 4–8 and Math Grades 3–8, All test units:

Upon initial login to TestNav, the Test Administrator will enter the student's Username and Password on the "Sign In" screen as provided on the secure testing ticket, then will click the "Sign In" button. After each test unit, the "Available Tests" screen will display. From this screen, the Test Administrator can launch the student's test that has been previously unlocked in PearsonAccess^next.

Refer to the *PearsonAccess^next User's Guide* for detailed instructions on how to unlock a test unit.

Click the blue **Start** button.

Now the Test Administrator will see the following screen. This screen will be specific to the *content area and test unit* administered to the student. Click the blue **Start** button to continue.
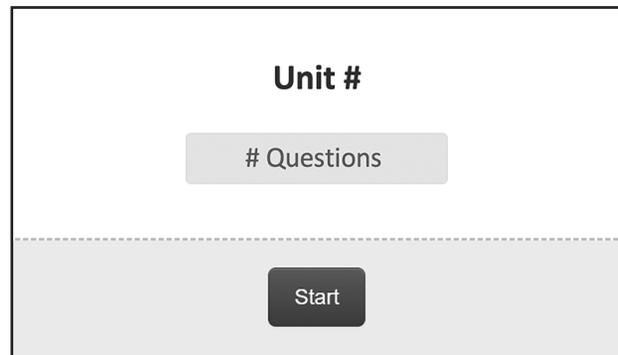
The next screen will be the "AASA" page. This screen will be specific to the *grade, content area, and test unit* administered to the student. At the header bar, the Test Administrator will see the different buttons available to use throughout the test.
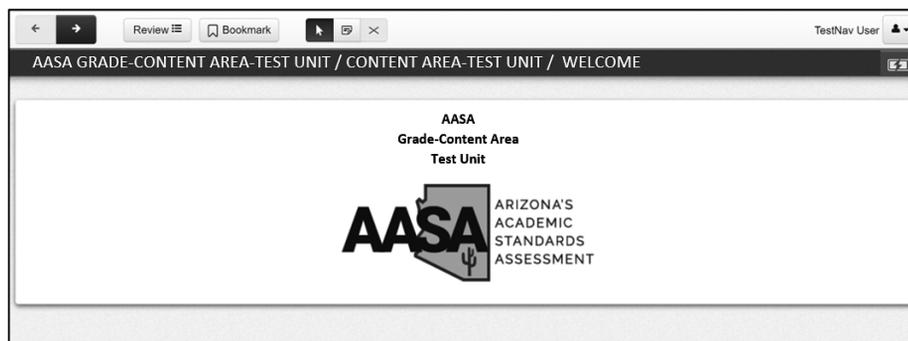
The Test Administrator will first respond to three questions and then proceed to entering the student responses from the test booklet into the online test in TestNav.

When transcribing responses into TestNav, it is important to note the following:

• The student's Special Paper Version (SPV) test booklets, before the beginning of the ELA Reading Unit 1 test and Math Unit 1 test, will contain sample questions. These sample questions will not be present on the online test in TestNav.

• The question number sequencing on the SPV test differs from the online test. When key entering student responses into TestNav for Unit 2, the questions in the test booklet will have continuous numbering from Unit 1, but in TestNav, the question numbering will restart at 1. Please take care to ensure the student responses are being entered into the correct question for scoring.

Once the student responses have been entered, the Test Administrator will see the "End of Unit" screen for the corresponding *content area and test unit* administered to the student. This screen shows the test unit has been completed, as well as the number of answered and unanswered questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. After the Test Administrator leaves the test unit, they cannot go back to the test unit.

End of Unit

✓

All Questions Answered

Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

Submit Final Answers

Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20	Question 21
Question 22	Question 23	Question 24

Once the Test Administrator clicks the green **Submit Final Answers** button, the Test Administrator will see the "Test Submit Warning." This warning confirms that the Test Administrator is ready to exit the test. The warning also informs the Test Administrator that they cannot return to the test after clicking the green **Yes, Submit Final Answers** button. To submit the final response, click on the green **Yes, Submit Final Answers** button.

Test Submit Warning

Are you sure you want to **submit final answers**?
You will not be able to return to this test.

[No, Cancel]   [Yes, Submit Final Answers]
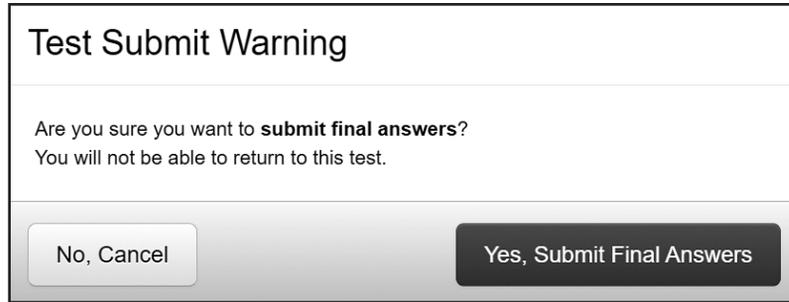
Once the Test Administrator has completed entering the student's responses for a test unit and clicks the green **Yes, Submit Final Answers** button, the Test Administrator will be routed back to the "Available Tests" screen. Note: The "Available Tests" screen will not be applicable to ELA Grade 3.

Available Tests Screen-ELA (Grades 4-8)
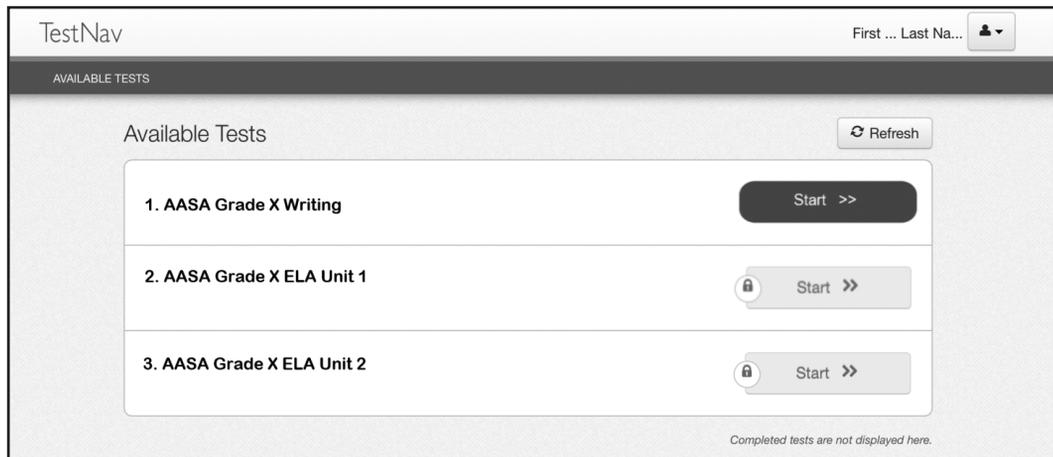
Available Tests Screen-Math (All Grades)
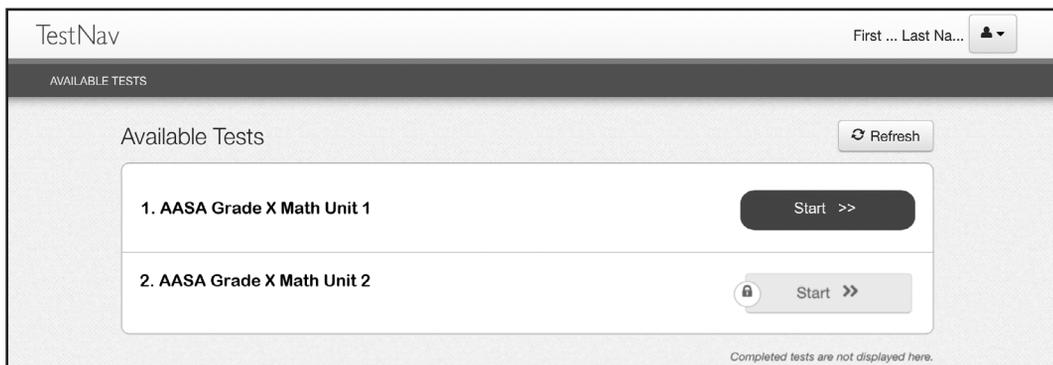
After all student responses have been entered in TestNav, Special Paper Version (SPV) tests must be returned to the Achievement District Test Coordinator.

American Sign Language (ASL) Online Tests

Prior to beginning a test unit, verify that all students have appropriate accommodations marked in PearsonAccess^next. The American Sign Language (ASL) online test is available as an accommodation to students requiring an ASL test. The ASL test is a computer-based test and will not have a paper version test.

Note: Students testing using the ASL online test will not take the Grade 3 Oral Reading Fluency (ORF) test unit.

The **TestNav Sign In** screen should be showing when students enter the room to take the test. In the event of technical difficulties with TestNav, contact your Test Coordinator.

Materials required to administer the test:

- Electronic or paper copy of the *Paper-Based Testing (PBT) Test Administration Directions*
- Device for the Test Administrator
- Device for each student to be tested with the latest version of the TestNav application installed
- Each device must have the required keyboard and mouse and be in working order.
- A "Testing—Do Not Disturb" sign
- Roster of AASA eligible students to be tested
- Printed secure testing ticket for each student to be tested
- Supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper (whiteboards are prohibited)
- Sign in/out log for entering and exiting of the testing room

Directions for the ELA test:

- For ELA Writing Unit and ELA Reading Unit 1 and Unit 2 (All grades): Students may use scratch paper during testing; however, all student responses must be entered into the response space in TestNav in order to be scored. All scratch paper must be collected at the end of the test unit and securely destroyed following your district's directions.

- For ELA Writing Unit only (All grades): Students will have access to basic formatting tools for their writing, as well as an embedded Dictionary and Thesaurus tool. Students may also have access to an approved commercially published paper version dictionary and thesaurus (optional).

- For ELA Reading Unit 1 and Unit 2 (All grades): The use of a dictionary or thesaurus is prohibited on ELA Reading Units 1 and 2. Reading aloud or use of an interpreter for the ELA Reading test to students violates the test construct. Please do not read aloud or interpret passages or test questions for students. Only Reading directions may be read aloud or interpreted for students.

Directions for the Math test:

- For Math Grades 3-6 Units 1 and 2, and for Math Grades 7 and 8 Unit 2, the use of calculators are not permitted. Calculators are permitted for Math Grades 7 and 8 Unit 1 only.

- Math reference sheets are not permitted for any of the Math test units.

- Students may use scratch paper during the Math test units. However, all student responses must be entered into the response space in TestNav in order to be scored. All scratch paper must be collected at the end of the test unit and securely destroyed following your district's directions.

Scripted Directions for ELA Writing Unit, Reading Units, and Math Units Grades 3-8

To begin, the Test Administrator must:

- Open PearsonAccess^next^ on the Test Administrator device.

- Close all programs on each testing device, then launch the TestNav application on each testing device.

- Verify and distribute secure testing tickets. The student name, date of birth, grade level, and test should be verified when distributing secure testing tickets.

- Distribute scratch paper and pencils.

SAY	**Before we begin, verify the testing ticket is yours by checking the first and last name and your date of birth. If the testing ticket does <u>not</u> belong to you, raise your hand. Do not sign in until I tell you to do so.**

Resolve any testing ticket issues.

Note: If any student information is incorrect, the student must not proceed with testing. The student's information must be corrected in PearsonAccess^next^. A new testing ticket must be printed for the student.

SAY	**Today, you will be taking Arizona's Academic Standards Assessment for the American Sign Language online test for:** *[Say: "Writing," "Reading," or "Math"].* **Any student who has any electronic device, including a cell phone or smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **This test is not timed. If you have not completed the test at the conclusion of this test, you will be permitted to continue working. However, you must complete the test by the end of the school day.** **Are there any questions?**

Answer any questions.

SAY	**You will now sign into the test from the TestNav "Sign In" screen. Enter your Username and Password from your testing ticket, then click the blue "Sign In" button.** *[For Grades 4-8, say:]* **Now, you will see the "Available Tests" screen. Next, click on the blue "Start" button.**

Once all students have verified their name and any needed assistance has been provided, proceed with the directions.

Note: *The "Available Tests" screen will not be applicable to ELA Grade 3.*

Available Tests Screen-ELA (Grades 4-8)
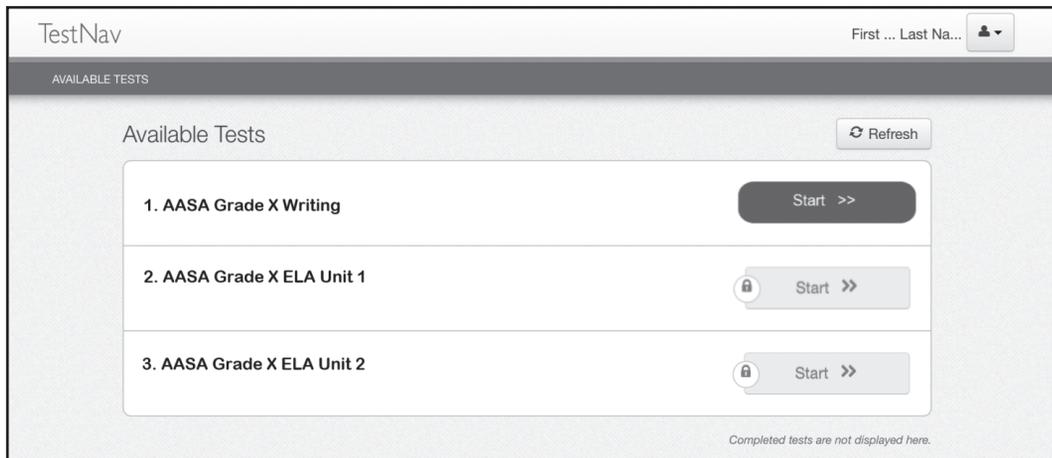
Available Tests Screen-Math (All Grades)
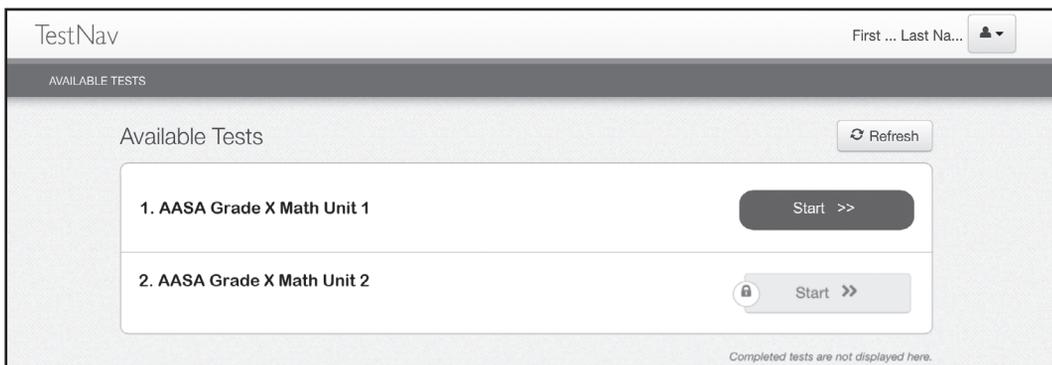
For All Grades: Verify that all students have launched the test and are now on the "Welcome" screen. This screen will be specific to the Grade, Content Area, and Test Unit administered to the student.

SAY	**Now, you will see the "Welcome" screen. Check that your name appears correctly on the screen. Raise your hand if the name is not correct.** **Click the blue "Start" button to continue.** Welcome, TestNav User! **AASA Grade-Content Area-Test Unit** There is 1 section. There are # questions in section 1. Start »

Once all students have verified their name and any needed assistance has been provided, proceed with the directions.

| SAY	**Now, you will see the "Unit" screen. Verify that you are in the correct test unit.** **Once you have verified that you are on the correct test unit, click the blue "Start" button to continue.** **Unit #** #Questions Start
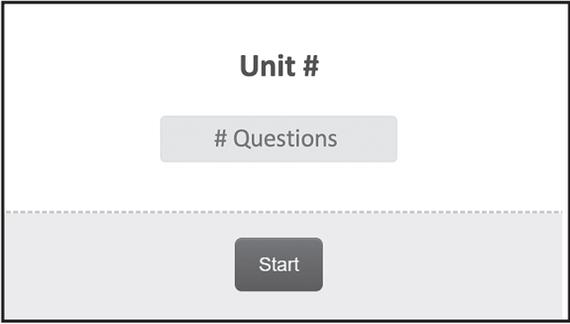
The students should be on the "AASA" page of the AASA Test Administration.
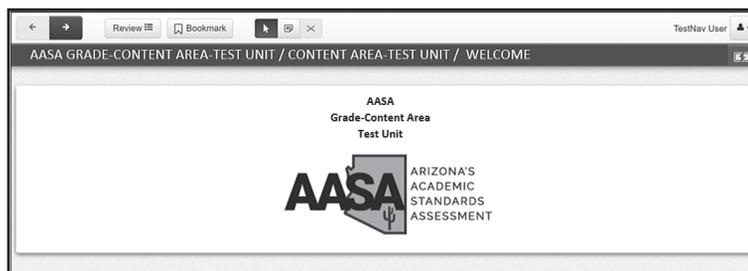
Verify that all students are on the "AASA" page. Assist those students that may need help. Proceed with the directions once all students are on the "AASA" page.

SAY	**The available testing tools are located at the top and right side of the screen.**
	Are there any questions?

Answer any questions.

SAY	**Today's test will have some questions that may be challenging or unfamiliar to you. Do your best on all questions.**
	Some questions will require you to enter more than one response, and others will require you to give your response in different ways.
	You may use scratch paper, but you need to record your final answers in the response spaces provided in TestNav.
	Before you submit your final answers, you can go back to review the questions that are unanswered.
	Once your test is submitted it cannot be reopened.
	Are there any questions?

Answer any questions.

SAY	Now we are going to start the test.
	Click on the blue arrow button at the top of your screen to begin.

While students are testing, move around the room to make sure students are progressing through the test.

Sign Out and Continue Testing:

At the end of the test, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student "Sign Out" of the test unit.

Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.

Exiting the Test before Submitting the Test

You may need to exit the test before completing it.

To exit the test, click on the User Menu next to your name in the top right corner of the screen.

On the User dropdown menu, select **Sign out of TestNav**.

←	→	Review ☰		TestNav User 👤▾
				Sign out of TestNav

When the test unit ends:

SAY	**This concludes the testing session.**
	If you have not finished testing, you will be allowed to continue working, but select the "Sign Out" option at this time.
	If you have finished testing and reviewed your responses, you may click the "Submit Final Answers" button now.
	Are there any questions?

Answer any questions.

The student will see the screen below at the end of the test unit. The screen shows the test unit the student has completed, as well as the number of unanswered questions and bookmarked questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before the student submits their final answers, they can go back to review the questions that are unanswered. The student can click on the question with an orange dot or use the "Review" button to go back and answer or review the questions.

End of Unit #

✓

All Questions Answered

Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

[Submit Final Answers]

|		
Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20	Question 21
Question 22	Question 23	Question 24

Submit Final Answers:

Once the student clicks the green "Submit Final Answers" button, the screen "Test Submit Warning" will display to confirm that the student is about to leave this unit. Once the student selects the "Yes, Submit Final Answers" button on this warning screen, the test opportunity will end, and the student will not be able to continue to test. This unit of the test cannot be reopened once the student clicks "Yes, Submit Final Answers."
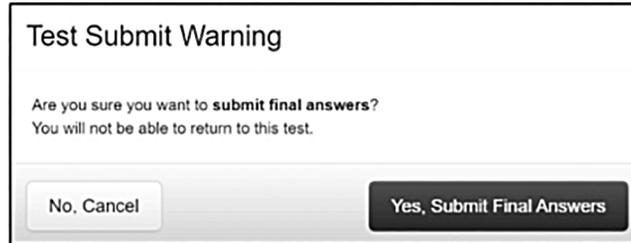
For ELA Grades 4-8 and Math All Grades, when the student clicks "Yes, Submit Final Answers," the student is routed back to the "Available Tests" screen. The student should be instructed to sign out of TestNav.

If another test unit is administered on the same day, a significant break must be given between test units.

Once testing is completed for the day, collect all test materials from the students. All testing tickets and scratch paper should be treated as secure documents and must be accounted for at the end of each test unit. Missing test materials must be located prior to dismissing students. All test materials must be kept in a secure, locked storage.